

THE  
UNIVERSITY  
OF RHODE ISLAND

DIVISION OF  
ADMINISTRATION  
AND FINANCE

THINK BIG  WE DO

**PURCHASING DEPARTMENT**

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DATE: 5/28/2015

**ADDENDUM # 1**

BID NO. : RFP 7062  
OPENING: 6/10/2015 3:00 PM  
COMMODITY: PARKING MANAGEMENT SYSTEM

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Attached are the questions received by the 5/26/15 deadline and the corresponding answers.

Additionally, an updated cost proposal form is attached and replaces the previously issued form. Please ensure that the revised form is submitted with your separate sealed cost proposal.

As a result of the changes incorporated in the attached, we are extending the bid pening date;

From: 6/5/2015  
To: 6/10/2015



Tracey A. Angel, Assistant Director  
Purchasing Department  
The University of Rhode Island

## Questions and Answers: RFP 7062

Q1. More Detailed Breakdown of each A) permit type, B) number of permits, C) amount charged, D) Fees to User, E) Fees to University

A1: There will be a total of 8 individually designed permits (please note this is a correction from the original RFP which indicated 7).

1. Both the Commuter student and the Graduate Assistant Commuter Permits are the same design.
2. The Resident Student and Graduate Assistant Resident Permits are the same design.
3. The Greek and Special Programs Resident have its own design.
4. The Daily Student has its own design.
5. The One week resident Student has its own design.
6. The Monthly Student has its own design.
7. The Faculty and Staff Permit has its own design. (Note: A second category of Affiliate will be added at a later date but will use the same hang tag design)
8. Visitor Permit.

The style/material for each permit is listed below.

#	Permit	Type	Cost
1	Resident Student Permit	Static cling Custom Design	\$260/Year
2	Commuter Student Permit	Static cling Custom Design	\$185/Year
3	Graduate Assistant Commuter Permit	Static cling Custom Design	\$100/Year
4	Graduate Assistant Resident Permit	Static cling Custom Design	\$175/Year
5	Greek and Special Programs Resident	Static cling Custom Design	\$260/Year
6	Daily Student	Paper (Printer)	\$6.00
7	One Week Resident Student Permit	Paper (Printer)	\$30.00
8	Monthly Student	Paper (Printer)	\$90.00
9	Faculty and Staff Permit	Hang-tag Custom Design	\$0.00
10	Visitor Permit	Paper (Printer)	\$0.00

Section 2.1 of the RFP lists the current cost of each permit to the individual and it is reiterated above, also adding the Greek and Special Programs Resident which was previously omitted. While the design and printing of the permits is the same in some categories (ex. There are two categories of Commuter permits and two categories of Resident permits) the cost to the recipient is different based on their relationship with the University.

Section 2.1 also provided quantities based on current usage. Actual quantities going forward cannot be guaranteed.

- Students Permits (8,321) include items 1-5 above and make up 3 separate permit designs,
- Faculty and Staff Permits (3,410) are identified as item 9 and is a separate design;
- Daily, weekly and monthly permits (6,228) include Items 6-8 above and make up 3 separate design and
- Visitors (25,000) is item 10 above and is a separate design.

Shipping, processing and transaction fees should be quoted by vendor within the cost proposal page 27 of the RFP. With exception of credit card transaction fees; all fees associated with the design, processing of permits shall be invoiced to the University by the vendor. The cost proposal has been updated to reflect the changes indicated above and is incorporated into this addendum.

Q2. Are 100% of the permit types ordered for and paid online currently? Are checks accepted or is everything 100% online currently?

A2: Yes 100% of the permits are ordered online. Checks are currently not accepted as a form of payment.

Q3. How many are ordered/fulfilled from provided information from student/faculty records?

A3: 100%

Q4. Will the University provide the vendor a copy of email addresses for students & faculty?

A4: This information is required and provided by the user when they setup an online account to purchase a permit.

Q5. Please elaborate on the issuance of batch permits (page 10)? How many, to whom and how is information collected and the transaction fulfilled? Is it only for Staff Departments and Faculty?

A5: The current parking management system utilized by the University; issues, tracks, and manages parking permits for individuals however, a future operational requirement may be needed to issue, track and manage a batch of permits under a single user account for a Department or group. An example of this would be the College of Pharmacy is holding an event for 100 guests, rather than each guest establishing an online account to purchase a permit the College of Pharmacy should be able to establish one account and purchase 100 permits to distribute.

Q6. What is your student account system currently?

A6: People-soft (Oracle)

Q7. You refer to status codes? Please explain what status codes you currently use and what they indicate?

A7: "Status Codes" refers to having the capability to initiate, enter, track, and report all citations issued.

Q8. Reference is made (page 9) to tracking of direct access to all departments and buildings associated with the customer. Please explain.

A8: This is in reference to batch permits; see question 5.

Q9. The RFP mentions that "all revenue must be deposited into a financial institution of the University's choice." Which bank does the University use?

A9: ACH Deposits must be made from the vendor financial institution to the University's financial institution which will be identified on award.

Q10. Please give examples of situations where the University would sell permits to a customer and charge the transaction to a third party?

A10: The vendor will be responsible for 100% of the payment collection process either through themselves or a third party credit card processing firm.

Q11. What kind of software do other University departments / offices use, especially the ones you would like to share information with?

A11: People-soft (Oracle)

Q12. Why does the University specifically request notification letters to be printed in MS Word formats?

A12: The University would like compatibility with Microsoft platforms.

Q13. For what purposes does the University need to print envelopes and/or labels?

A13: If the University was required to send correspondence to a violator via U.S. Mail the system should allow for the address information to be printed.

Q14. How would the University use fine escalation if parking citations are issued as warnings only? Also, for the same reason, how would late payments and suspension fees be used?

A14: Currently warnings are all that are issued to violators; there are no monetary fines at this time. The University anticipates implementing a schedule of fines in the future. At that time the fine amounts, late fees and appeal process will be determined.

Q15. If citations are issued as warnings only, why would the University need appealing modules?

A15: Currently we would not however, this feature would be required when a schedule of fines is implemented.

Q16. Please clarify what the University means by "user-defined resolution fees".

A16: The University should have the ability to put a hold on citation payments during appeal process or reimbursement of fees paid.

Q17. Does the University have different court locations? What are "user-defined tables for court location and hearing time"?

A17: Not at this time however, this feature would be required for future use. User-defined fields are fields that are not included by default in the vendors software program/database but the University needs to track additional information not captured in standard fields. The University would need the ability to disable fields, define fields as required, change field titles, and associate default values by user ID.

Q18. On p.20, for what purpose would the University use a "Multiple Citation Alarm" function?

A18: The enforcement officers would need to be able to view all previous citations issued.

Q19. For the cost proposal, how many originals / copies would they like and would they like the cost proposal to be included on the electronic copy of the technical proposal?

A19: Only one copy of the cost proposal is required. It must be submitted in a separate sealed envelope as indicated in the bid. It should not be included in the electronic copy.

Q20. Under Handwritten Citation Book Tracking (p.17), the RFP states, "This module should provide tracking for the following:" but it does not list what should be tracked. Could the University please clarify?

A20: This module is intended for future incorporation to the system and the University will work with the awarded bidder on possible solutions. For this purpose bidders should exclude from this RFP section Handwritten Citation Book Tracking (p.17) .

**Pricing Matrix (Revised – Addendum 1)**

<b>Item Description</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Total</b>
System /Software Licensing Fees	\$	12 Months	\$
System Maintenance & Support Fee	\$	12 Months	\$
Handheld, Printer and Communication Hardware (lease) (include estimated shipping charges	\$	5	\$
Installation, Implementation and Training	\$	1	\$
Citation Paper roll	\$	150 per year	\$
Citation Issuance Fee (Per Monetary Citation)	\$	8000	\$
Citation Payment Processing Fee (Per Citation)	\$	8000	\$
Collections Delinquent Notice Printing and Fulfillment	\$	250	\$
Permit Design Fee	\$	8	\$
Hang Tag Printing Fee	\$	4000	\$
Permit Printing Fee	\$	10000	\$
Standard Permit Sale Processing Fee	\$	10000	\$
No Payment Required Permit Processing Fee	\$	3000	\$
Temporary Permit Sale Processing Fee	\$	4500	\$
Visitor Permit No Payment Required Processing Fee	\$	25000	\$
Credit Card Transaction Fees	\$		
Other / Additional Fees	\$		

Quantities specified are not guaranteed. If pricing depends on quantity please include varying prices for quantities. The Bidder shall include any additional fees or discounts that would apply to the scope of service. All prices are to remain firm, fixed for the term of the agreement.